



LARRAKIA NATION ABORIGINAL CORPORATION

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ICN: 3170
ABN: 56 531 057 147

POSITION DESCRIPTION

Position:	General Manager, Operations
Program:	Administration
Salary sacrifice available:	Yes – through external provider (currently \$16,050 pa attracts no PAYG)
Superannuation:	9% employer contribution (in addition to actual base salary)
Standard working days:	Five (5) – Monday to Friday
Shift Worker:	No
Responsible to:	Chief Executive Officer
Work Location:	4/1 Pavonia Place, Nightcliff
Work related travel:	Yes, as required

THE ORGANISATION:

The Larrakia Nation Aboriginal Corporation (“LNAC”) is a member-based body corporate registered under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006 (the CATSI Act). The members are represented by a Board of Directors which is legally responsible for administering the corporation in accordance with the CATSI Act and establishing broad policies and objectives for the corporation. The Chief Executive Officer (“CEO”) is responsible for implementing the policies and objectives established by the Board of Directors and managing the day-to-day activities of the corporation.

The LNAC is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

The members of LNAC are those Aboriginal persons who, under traditional law and custom, hold rights and interests to the traditional country (Darwin Harbour, Cox Peninsula, most of Gunn Point and much of rural Darwin).

LNAC is a not-for-profit organisation and receives the majority of its capital and operating expenses from the Northern Territory Government, Commonwealth Government and by entering into business partnerships with the private sector.

Approved Ilana ELDRIDGE, Chief Executive Officer

Date:

PROGRAM DETAILS:

Administration provides accurate and timely financial, administrative, and HR services on program areas to enable the corporation to meet its legislative and contractual obligations.

Current program areas include:

- Aged Care and Disability Services;
- Healthy Engagement and Assistance in the Long Grass (“HEAL”);
- Information and Referral Office (“IRO”);
- Larrakia Outreach and Transport Service (“LOTS”);
- Men’s Rangers;
- Minbeni (Women’) Rangers;
- Darwin Palmerston Night Patrol (“DPNP”);
- Targeted Family Support Services (“TFSS”)
- Tenancy Support Program (“TSP”); and
- Watch-House Pickup, Referral and Case Management.

PRIMARY OBJECTIVE:

This position is responsible for oversight of LNAC HR, administration and funding acquittals. It will share most of the core tasks and planning with General Manager Programs (GMP) with the aim of keeping the Admin area in line with operational programs. The position requires an exceptional person with extensive high level management skills and experience.

KEY RESPONSIBILITIES:

1. Development, implementation and management of effective internal systems for admin area to ensure the organisation meet its strategic goals and objectives pursuing a policy of continuous quality improvement.
2. Effective management of personnel, finances and resources in line with GMP, CEO and BoD directions.
3. Modernisation, implementation and ongoing review of the admin business plan to be in line with organisation strategic plan.
4. Through cooperation with GMP and CEO you need to ensure the organisation operates in compliance with Commonwealth and Territory legislation and regulatory requirements.
5. Managing any complaints, appeals or grievances against the organisation in accordance with the organisations policies and procedures.
6. Responsible for ensuring the organisation abides by all OH&S requirements, and manages any claims in accordance with established processes and procedures.
7. Ensure the organisations accounts are certified, at least annually, by a qualified auditor, in line with the legislation and contractual requirements.

SELECTION CRITERIA:

Essential:

1. Demonstrable high level experience in senior management in the business and/or community sector.
2. Minimum five (5) years experience working with Indigenous Australians in community development and/or vocational training and/or employment services.
3. Demonstrated experience in managing performance based government contracts.
4. Demonstrated experience in the development, implementation and review of strategic and operational organisational objectives.
5. Demonstrated HR experience including experience with recruitment, performance management, employee professional development, industrial relations and OH&S.
6. Demonstrated experience in writing successful business tenders and the implementation, co-ordination and management of successful commercial activities.
7. Demonstrated experience in managing organisational change
8. Demonstrated experience in managing organisational, financial and operational processes.
9. Demonstrated experience in conflict resolution and complaints handling with the ability to maintain a strong client focus in a politically sensitive environment.
10. High-level organisational and time management skills with the demonstrated ability to meet strict non-negotiable deadlines.
11. Demonstrated competence in the Microsoft Office suite of applications.
12. NT Drivers license.
13. Degree, Graduate degree or proven practical experience in the disciplines of Business, Management or relevant related field.

Desirable

Not applicable

